



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 264<sup>TH</sup> MEDICAL BATTALION, 32d MEDICAL BRIGADE  
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
2108 9<sup>TH</sup> STREET, SUITE 105, BLDG 1385  
FORT SAM HOUSTON, TEXAS 78234-5105

MCCS-AD

7 February 2007

MEMORANDUM FOR All Personnel, 264<sup>th</sup> Medical Battalion, 32d Medical Brigade,  
AMEDDC&S, Fort Sam Houston, TX 78234

SUBJECT: Military Awards (Policy Memorandum #6)

1. Purpose: To outline responsibilities and establish procedures for preparation and submission of award recommendations for military personnel within the 264<sup>th</sup> Medical Battalion.
2. Scope: This memorandum is applicable to all military personnel (including members in other branches of service and Foreign nationals) that are assigned or attached to the 264<sup>th</sup> Medical Battalion.
3. References:
  - a. AR 600-8-22, Military Awards, 25 Feb 95.
  - b. MEDCOM Pamphlet 600-8-22, Military Awards, 1 Jul 98.
  - c. HQDA Letter 600-06-01, Establishment of Unit Award Recommendations, DA Form 7594, 25 Apr 06.
  - d. AMEDDC&S Policy, Military Awards, 27 Nov 06.
4. Policy:
  - a. It is the policy of this command that all deserving personnel will receive an award of appropriate recognition prior to the individual's departure from the unit. Whenever possible awards and other recognitions will be presented during the battalion's monthly award ceremony. Those departments and branches requesting to present awards in a venue separate from the monthly ceremony should request exception through the battalion S1. Awards will be presented in a public forum in an environment which honors the award and the individual's contributions.
  - b. Commanders will establish internal controls to ensure that award recommendations arrive at the battalion S-1 office in accordance with the suspense dates below. Award recommendations should clearly articulate and when possible quantify an individuals contributions and their impact on the organization. Award recommendations will comply with submission criteria established in the references above and will include a copy of the recommended individuals APFT card and height and weight as applicable.

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5. Award Suspense Criteria. All awards will be submitted in accordance with the following suspense dates;

- a. Legion of Merit (LOM) – 130 days prior to the desired presentation date.
- b. Meritorious Service Medal (MSM) - 70 days prior to desired presentation date.
- c. Army Commendation Medal (ARCOM) - 40 days prior to desired presentation date.
- d. Army Achievement Medal (AAM) – 15 days prior to desired presentation date.
- e. Joint Service Achievement Medal (JSAM), Joint Service Commendation Medal (JSCM) and Defense Meritorious Service Medal (DMSM) - 150 days prior to desired presentation date.
- f. Army awards for military members in other branches of service (including Foreign Nationals) - 150 days prior to desired presentation date.


6. Memorandum of Lateness. Award submitted past the established suspense date will require a memorandum of lateness detailing the reason(s) for the late submission. This memorandum must be included in the award package when submitted.

a. For a MSM or above: The memorandum will be addressed to the CG through the respective Company Commander, the Commander, 264<sup>th</sup> Medical Battalion and the Commander, 32<sup>nd</sup> Medical Brigade.

b. For an ARCOM: The memorandum will be addressed to the Commander, 32<sup>nd</sup> Medical Brigade through the respective Company Commander and the Commander, 264<sup>th</sup> Medical Battalion.

c. For an AAM: The memorandum will be addressed to the Commander, 264<sup>th</sup> Medical Battalion through the respective Company Commander.

7. If there are any questions, please contact the Bn S1 at 221-0445/0693.

  
WILLIAM P. LACHANCE  
LTC, MS  
Commanding

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